

## SAINT MARTIN DE PORRES SCHOOL EXTENDED DAY PROGRAM

Dear Parents,

Attached is information on the St. Martin de Porres School Extended Day Program, as well as the application and the authorization to release child form. Please complete both sides of the form, and return it to school as soon as possible, along with the \$15 per family registration fee. No child can attend the Extended Day Program until we have received a completed application form, and the registration fee has been paid. If at any time you need to change the attendance status of your child(ren), please call or send a note to the office so we are aware of whether or not your child(ren) will be in attendance.

Additional information regarding the program, such as times, fees, and rules, are outlined on the reverse side of this sheet. On days when inclement weather is forecast, please send in sneakers with your child(ren) because play time probably will be held in the gym. All school rules apply to the Extended Day program, so if there is a question, please refer to the student handbook.

If your child has any allergies or medical conditions of which we need to be aware, please be sure to list them on the application form.

If you have any questions, please do not hesitate to contact the school at 845-452-4428 or e-mail me at [kleahy.stmartindepordes@yahoo.com](mailto:kleahy.stmartindepordes@yahoo.com). Thank you for your cooperation.

Sincerely,

Mrs. Kathleen A. Leahy  
Principal

**SAINT MARTIN DE PORRES SCHOOL  
EXTENDED DAY PROGRAM**

**PROGRAM TIME:** 3:00 p.m.—5:45 p.m. (All full days of school)

**PROGRAM ACTIVITIES:**

Quiet Time	Homework Time
Snack	In/Outdoor Play
Arts/Crafts	Games
Movies	Unstructured Play

**FEE/PAYMENT PROCEDURE:** A per family **registration fee of \$15** is paid when you sign up. The daily/weekly fees are as follows:

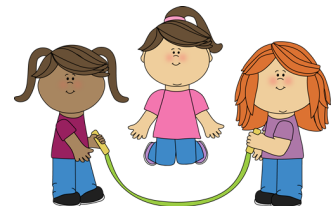
<b><u>Number of Children</u></b>	<b><u>Daily</u></b>	<b><u>Weekly</u></b>
<b><i>Regular School Days</i></b>		
1 child	\$15.00	\$ 70.00
2 or more children	\$25.00	\$115.00
<b><i>Half Day Rates</i></b>		
1 child	\$ 8.00 per hour up to \$35.00	
2 or more children	\$12.00 per hour up to \$50.00	

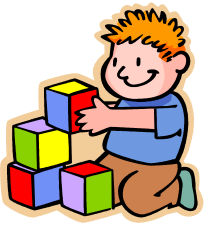
Payment is to be made on a weekly basis unless other arrangements have been made with the principal.

A \$5.00 late fee will be assessed for every five minutes a child stays beyond the closing time of 5:45 p.m. Continued lateness may necessitate the exclusion of your child from the program.

**Rules for Extended Day Program**

- **Sneakers** must be worn for play time in the gym.
- No going back to the classroom for forgotten items.
- No playing ball in Extended Day Room or hall.
- Coats and book bags need to be put away in the closet.
- All school rules apply to the Extended Day Program.





SAINT MARTIN DE PORRES SCHOOL  
EXTENDED DAY PROGRAM

APPLICATION FORM

DATE \_\_\_\_\_

CHILD/CHILDREN'S NAMES:

_____	AGE: ____	SEX: ____	DOB: _____
_____	AGE: ____	SEX: ____	DOB: _____
_____	AGE: ____	SEX: ____	DOB: _____
_____	AGE: ____	SEX: ____	DOB: _____

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

MOTHER: \_\_\_\_\_ CELL: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

FATHER: \_\_\_\_\_ CELL: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ANY FOOD ALLERGIES (Please list):

\_\_\_\_\_

ANY MEDICAL CONDITIONS WE NEED TO BE AWARE OF (Please list):

\_\_\_\_\_

PERSONS TO CONTACT IF THERE IS AN EMERGENCY AND A PARENT OR GUARDIAN IS UNAVAILABLE:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

Please complete reverse side.

**SAINT MARTIN DE PORRES SCHOOL  
EXTENDED DAY PROGRAM**

**DATE** \_\_\_\_\_

**AUTHORIZATION TO RELEASE CHILD**

I give my permission for the Extended Day staff to release my child to the following individuals:

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I understand that under no circumstances will my child(ren) be released to individuals other than those named above without my written authorization. I understand that the staff may not accept telephone authorization.

Parent or Guardian \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

